



BOARD MEMBER AND COMMITTEE AGREEMENT

As a member of the Stevens Point Area Convention & Visitors Bureau Board of Directors and/or a committee member, I agree that I will:

- Understand and focus on the organization's mission and objectives.
- Attend Board or committee meetings, Convention & Visitor Bureau planned and programmed events, and any special meetings called by the Chair.
- Resign from the Board or committee should I find myself not able to maintain a high level of attendance. Must not miss three continuous meetings.
- Review Board or committee minutes and other materials prior to meetings; participate in discussion and decision making.
- Take action to determine future directions for the organization, set policy and approve grants.
- Review the organization's financials and approve the annual budget.
- Conduct myself in an ethical, professional and lawful manner.
- Understand and respect the Executive Director's responsibility to hire and supervise staff.
- Be involved in final decisions to hire or fire of the Executive Director.
- Request that topics of interest be added to Board or committee agendas; share serious concerns about the organization or staff to the Executive Director or an Executive Committee member.
- Avoid conflicts of interest with respect to Bureau business; should I have such a conflict, I will identify it publicly and refrain from participating in related discussion or decision-making.
- Not use my position on the Board or committee to obtain employment or special consideration for myself, my business, family members or close associates; and should I desire employment with the Bureau, I understand that I must first resign my position on the Board.
- Hold confidential any issues of a sensitive nature that come before the Board or committee.
- Share the story of the CVB with others in the community while exercising caution that my personal opinions not be confused with positions adopted by the Bureau Board or committee I may serve on.

Board Member Signature

Date